

NIST Technicalendar

UNITED STATES DEPARTMENT OF COMMERCE

Technology Administration

National Institute of Standards and Technology

Gaithersburg, Maryland 20899-0001

The *NIST Technicalendar*, issued each Friday, covers scheduled events which are of interest primarily to the NIST staff. All boxed items/notices for inclusion should be in WordPerfect 5.1, 6.1, or ASCII format and MUST be received by 12:00 NOON each Wednesday unless otherwise stated in the *NIST Technicalendar*. Items for inclusion and requests for copies of this calendar should be sent to Ms. Sharon Mingo, Editor, Building 820, Room 125, National Institute of Standards and Technology, Gaithersburg, MD 20899-0001, (Telephone: 301/975-3570; FAX: 301/926-4431; or E-mail: mingo@micf.nist.gov).

All lectures and meetings are open unless otherwise stated.

PLEASE NOTE: The new address for the *NIST TECHNICALENDAR* is NIST North, Building 820, Room 125. Thank You.

NIST Weekly Calendars and Bulletins Online

The address for online weekly editions (most recent three months) of the *NIST Technicalendar* and *NIST Administrative Calendar* is

<http://ricmenu.nist.gov/htdocs/calendars.html>

Calendar files are in pdf format. If you don't already have the free Adobe Acrobat Reader, first download it from

<http://www.adobe.com/Software/Acrobat>

The *Boulder Laboratories Weekly Bulletin* (current and previous week), in html format, is available online at

<http://www.boulder.nist.gov:1580/bulletin/>

**MARCH 4 TO MARCH 8, 1996
MEETINGS AT NIST**

National Conference of Standards Laboratory (NCSL) - Region 3

March 7, 1996, 8:30 a.m. - 3:30 p.m., Lecture Room A

NIST is hosting this Region 3 NCSL meeting during "Weights and Measures Week." The United States celebrates the 197th anniversary of the signing of the first weights and measures law on March 2, 1799. Members and guests are welcome. Please join us for the following agenda:

- 8:30 - 9:00 Registration - Coffee and Donuts
- 9:00 - 9:30 NCSL Board of Directors Update and Regional Business
- 9:30 - 10:30 Template Quality Assurance Manual (developed for laboratories to comply with ANSI/NCSL Z 540-1-1994), Diane Lee, NIST, Office of Weights and Measures
- 10:30 - 10:45 Break
- 10:45 - 11:45 Overview of the ANSI/NCSL Z 540-1-1994 Standard and Handbook, John Wehrmeyer, Eastman Kodak
- 11:45 - 12:00 Group Photo
- 12:00 - 1:00 Lunch - No Host - NIST Cafeteria
- 1:00 - 2:00 Development of Navy Calibration Procedures, Steve Smigay, Unified Industries
- 2:00 - 2:15 Break
- 2:15 - 3:00 Overview of Weights and Measures Activities, Joan Koenig, NIST, Office of Weights and Measures
- 3:00 - 3:10 Wrap up
- 3:15 - Tour of the NIST, Weights and Measures Training and Demonstration Laboratory, Georgia Harris

Please RSVP by March 1, 1996, to: Marlin Johnson, JHU Applied Physics Lab; Phone: 953-6671 FAX: 953-6119.

NIST 95-96 Colloquium Series

The Dynamic Universe

Anne Kinney, Space Telescope Science Institute, Baltimore, MD

FRIDAY, March 8, 1996; 10:30-11:30 a.m.; Green Auditorium, Administration Building

The Hubble Space Telescope is giving us unprecedented, often spectacular views of the most distant reaches of the universe, of stars and star-forming regions, and of our nearest neighbors, the planets. We see a dynamic universe: changing conditions on Mars, changing weather patterns on Neptune, massive stars affecting lesser ones in stellar nurseries, and galaxies forming and evolving in the early universe.

Anyone requiring special assistance should contact Lillian Ware on 975-4203. Colloquia are videotaped and available in the Research Information Center.

WORKSHOP ON CHARACTERIZING DIAMOND FILMS IV

March 4-5, 1996

Lecture Room A, Administration Building

The purpose of this workshop is to assess the need for measurement methods and standards for diamond technology. Topics include: adhesion of diamond coatings to cutting tool materials; and status of thermal conductivity round robin. The format will be oral presentation and open discussion.

Technical contact: Al Feldman, 975-5740; registration contact: Lori Phillips, 975-4513.

Seminar Series on Economic Impact Assessments

RATE-OF-RETURN MEASURES: What They Mean; How They Are Used; and How They Are Computed

Rosalie Ruegg

Director of Economic Assessment Office, Advanced Technology Program

Tuesday, March 5, 1996, 10:30 a.m. - 11:30 a.m.
Lecture Room B, Administration Building

The presentation will include answers to the kinds of questions asked during the Director's NIST Update Presentation given last summer.

3/4—MONDAY 10:00 a.m. MANUFACTURING ENGINEERING LAB. SEMINAR: Micromachine Research at NRLM Under MITI's Project and an Overview of the Project, A. Umeda, National Research Lab. of Metrology, Japan. Shops Conf. Rm., Shops Bldg. (NIST contact: M. Postek, 975-2299.)

3/4—MONDAY 3:15 p.m. CHARACTERIZING DIAMOND FILMS WORKSHOP: Machining of Advanced Ceramics, S. Jahanmir, Ceramics Division, NIST, Gaithersburg, MD. Lecture Rm. A, Admin. Bldg. (NIST contact: S. Jahanmir, 975-3671.)

3/4—MONDAY 3:45 p.m. CHARACTERIZING DIAMOND FILMS WORKSHOP: NDE Techniques for Evaluating Diamond Adhesion, A. Feldman, Ceramics Division, NIST, Gaithersburg, MD. Lecture Rm. A, Admin. Bldg. (NIST contact: A. Feldman, 975-5740.)

3/6—WEDNESDAY 11:00 a.m. POLYMERS DIVISION SEMINAR: Role of Conformational Chirality on Structure, Morphology, and Properties of Syndiotactic Polypropylene, A.J. Lovinger, Bell Labs., Lucent Technologies. Rm. A315, Polymer Bldg. (NIST contact: L.E. Smith, 975-6762.)

3/8—FRIDAY 9:30 a.m. OPTICAL TECHNOLOGY DIVISION SEMINAR: Formyl, Nitrate, and Silylene Recent Progress in High-Resolution Spectroscopic Studies, E. Hirota, Kanagawa, Japan. Rm. B165, Physics Bldg. (NIST contact: J.T. Hougen, 975-2379.)

3/8—FRIDAY 2:00 p.m. POLYMERS DIVISION SEMINAR: Strength of Polymer Interfaces: Some Critical Issues, R. Wool, Univ. Of Delaware, Newark, DE. Rm. A315, Polymer Bldg. (NIST contact: W.-L. Wu, 975-6839.)

Advance Notice
NIST Nanostructure Science Colloquium Series
March 11, 1996, 10:30 a.m.
Lecture Room A, Administration Building

This colloquium is the fourth of a series focused on research in the regime of nanometer sized dimensions. Colloquia will be held each month. A schedule of future colloquia is available at <http://physics.nist.gov/www/nano.html> and you may register to receive future announcements by e-mail by sending a request to kim@epg.nist.gov.

**ANALYSIS OF ADVANCED MATERIALS BY IMAGING SECONDARY ION
MASS SPECTROMETRY**

Riccardo Levi-Setti
Enrico Fermi Institute and Department of Physics, The University of Chicago

The microanalytical information obtained with a high resolution scanning ion microprobe used to complement microstructural studies of advanced materials. The University of Chicago scanning ion microprobe employs a 40kV, 5-20 pA Ga⁺ ion beam focused to a spot 35-70 nm wide to sputter the surface of a material. The ejected secondary ions are collected and analyzed by a high performance magnetic sector mass spectrometer, to produce chemical images of the analyzed area. The unique potential of this analytical method will be highlighted with a survey of recent applications, with emphasis on studies of the sintering of doped alumina, interface reactions in metal-matrix and ceramic-matrix composites, and of dopants in ZnO varistors.

Technical Contact: Robert Celotta 975-3710, Information Contact: Kim Chaney 975-3707.

Advance Notice
Chemical Science and Technology Laboratory Colloquium

**TIME-RESOLVED NEAR- AND FAR-FIELD SPECTROSCOPY OF SINGLE
MOLECULES AND QUANTUM DOTS**

J.K. Trautman
AT&T Bell Labs., Murray Hill, New Jersey
Tuesday, March 12, 1996
10:30 a.m., Lecture Room E, Administration Building

Room-temperature spectra and excited state lifetimes of single molecules obtained with both near-field and conventional, far-field optics will be presented. Superior spatial resolution is available with near-field excitation, whereas presently, excited state lifetimes can be accurately determined only under far-field illumination. In addition, greater data rates are possible with far-field excitation, without perturbing the molecule. Which method proves better will depend on the particulars of the system under investigation. In detailed experiments, we have elucidated the correlations among the orientation, the spectral shift and the excited state lifetime of molecules at a dielectric interface. Recent results from single CdSe quantum dot experiments will be presented, as well.

For more information please contact Bill Gadzuk , 975-2548 or William MacCrehan , 975-3122.

Advance Notice
Computer Systems Laboratory Lecture Series on High Integrity Systems
ANALYZING OBJECT-ORIENTED (OO) COMPLEXITY

Dr. Thomas McCabe, McCabe & Associates
March 12, 1996, 2:00 p.m., Green Auditorium

Come Learn:

Reward vs Risk in OO abstraction
Testing OO application
Visualizing objects (class & functional view)
Analyzing complexity of OO-programs
Strategies for integrating objects
Reverse Engineering objects
The concept of object safety
OO metrics

QUESTIONS? Call: Dolores Wallace, 975-3340; Laura Ippolito, 975-5248. THE LECTURE SERIES IS OPEN TO THE PUBLIC, FREE OF CHARGE, WITH NO REGISTRATION.

Advance Notice
Advanced Technology Program
The Economic Assessment Office Seminar Series: ISSUES IN
TECHNOLOGY INVESTMENT AND EVALUATION

**TECHNOLOGY FORECASTING AT THE PRICE WATERHOUSE WORLD
FIRM TECHNOLOGY CENTRE**

Dr. Douglas I. Kalish, Managing Partner of the Technology Centre
Price Waterhouse LLP

Date: March 14, 1996, Time: 11:00 AM
Location: Red Auditorium, Administration Building

As Managing Partner of the Technology Centre, Doug Kalish is directly responsible for the strategy, operations and R&D activities of a staff of 40 researchers, developers, and technology analysts. The Centre is a worldwide resource engaged in the analysis, evaluation and implementation of emerging technologies. The Centre also produces a comprehensive annual Technology Forecast which details the state of the art in information technology worldwide. Dr. Kalish consults extensively with clients on the impact of emerging technologies, especially in the financial services industries.

For information contact Dr. Michael J. Nowak, Seminar Series Organizer, at 975-5196.

MEETINGS ELSEWHERE

3/5—TUESDAY 1:15 p.m. UNIV. OF MARYLAND STATISTICAL PHYSICS SEMINAR: Vortex Delocalization and Elementary Quantum Mechanics, N. Hatano, Lyman Lab. of Physics, Harvard Univ., Cambridge, MA. Rm. 1116, IPST Bldg., Univ. of Maryland, College Park, MD. (For further information call T.R. Kirkpatrick, 301/405-4801 or M.E. Fisher, 301/405-4820.)

3/5—TUESDAY 4:00 p.m. UNIV. OF MARYLAND CHEMICAL ENGINEERING DEPT. SEMINAR: Turbulence: A Recurring Point of Reflection, R.S. Brodkey, Dept. of Nuclear Engineering, The Ohio State Univ., Columbus, OH. Rm. 2115, Chemical and Nuclear Engineering Bldg., Univ. of Maryland, College Park, MD. (For further information call R.V. Calabrese, 301/405-1908.)

3/5—TUESDAY 4:00 p.m. UNIV. OF MARYLAND ORGANIC CHEMISTRY SEMINAR: Intramolecular H-Bonding/Molecular Recognition, S. Gellman, Univ. of Wisconsin, Madison, WI. Rm. 1325, Chemistry Bldg., Univ. of Maryland, College Park, MD.

3/6—WEDNESDAY 2:00 p.m. UNIV. OF MARYLAND INORGANIC SEMINAR: Technetium Chemistry: Synthesis and Diagnostic Imaging, A. Davison, MIT, Cambridge, MA. Rm. 1325, Chemistry Bldg., Univ. of Maryland, College Park, MD.

3/6—WEDNESDAY 4:00 p.m. JOHNS HOPKINS UNIV. MATERIALS SCIENCE AND ENGINEERING SEMINAR: Government/Industry Research Partnerships Supporting Industries of the Future and the Aluminum Industry, L. Boxall, Dept. of Energy. Maryland Hall 110, The Johns Hopkins Univ., Baltimore, MD. (For further information call M. Weaver, 410/516-8145.)

3/6—WEDNESDAY 4:00 p.m. UNIV. OF MARYLAND CHEMICAL PHYSICS/PHYSICAL CHEMISTRY/LAMOS SEMINAR: Creating and Probing Electronic Wavepackets Using Half-Cycle Pulses, B. Jones, Dept. of Physics, Univ. of Virginia, Charlottesville, VA. Rm. 1116, IPST Bldg., Univ. of Maryland, College Park, MD.

3/6—WEDNESDAY 4:15 p.m. GEORGETOWN UNIV. (GU) CHEMISTRY DEPT. SEMINAR: Retroviral Integration, M. Han, Dept. of Biochemistry, GU. Reiss 262, GU, Washington, DC. (For further information call Prof. Yang/Prof. Kellaris, 202/687-6090.)

3/7—THURSDAY 4:15 p.m. GEORGETOWN UNIV. (GU) CHEMISTRY DEPT. SEMINAR: Reactions of Organometallic Compounds: A Case Study (Cationic Organonickel Complexes Involved in the Catalytic Oligomerization of Ethylene), M. Riehl, Dept. of Chemistry, Ball State Univ., Muncie, IN. Reiss 262, GU, Washington, DC. (For further information call Prof. Martire, 202/687-6169.)

3/8—FRIDAY 3:00 p.m. UNIV. OF MARYLAND ANE SEMINAR: Hybrid Fluorescent-Nitroxide Molecules in Proteins as Multifunctional Probes and Models for Intramolecular Quenching, G.I. Likhtenstein, Dept. Of Chemistry, Ben Gurion Univ. of Negev. Rm. 1325, Chemistry Bldg., Univ. of Maryland, College Park, MD.

3/8—FRIDAY 4:15 p.m. GEORGETOWN UNIV. (GU) CHEMISTRY DEPT. SEMINAR: Why Organic Molecules Solubilize in Micelles, F. Quina, Instituto de Quimica, Universidade de Sao Paulo, Brazil. Reiss 264, GU, Washington, DC. (For further information call Prof. Weiss, 202/687-6013.)

Advance Notice			
The Open System Environment Implementors' Workshop (OIW), co- sponsored by NIST and the IEEE Computer Society			
March 19-21, 1996, Gaithersburg, MD.			
MARCH 19-21 WORKSHOP WEEK AT A GLANCE			
ACTIVITY	TUESDAY	WEDNESDAY	THURSDAY
DIRECTORY SERVICES	9:00-5:00	9:00-5:00	9:00-5:00
MANUFACTURING MSG SPEC(MMS)	10:00-5:00	9:00-5:00	9:00-12:00
MESSAGE HANDLING	9:00-5:00	9:00-5:00	9:00-12:30
MULTI/HYPER MEDIA	9:00-1:30	9:00-5:00	9:00-12:00
TUTORIAL:	1:30-3:30		
Status of MMHM Hardware Standards, Mike Rubinfeld, NIST, Chair SIGCAT			
CD-ROM Aps.			
OSE TECHNICAL COMMITTEE	9:00-5:00	9:00-5:00	9:00-5:00
OSE-TESTING		9:00-5:00	9:00-5:00
TUTORIAL:		9:00-11:00	
The Defense Message System (DMS) Program begins the Compliance Test & Evaluation (CT&E) phase and prepares for Initial Operational Capability (IOC) later this year. Mr. Thomas W. Clarke, DMS Program Manager, will provide an overview of the program's status, to include initial DMS compliant mainline commercial product offerings. A representative from the Joint Interoperability Test Center (JITC) will provide the status of CT&E testing activities. A member of the DMS Integration Team will provide status of upcoming profile evolution activities.			
REMOTE DATABASE ACCESS (RDA)	9:00-5:00	9:00-12:00	
SECURITY	9:00-5:00	9:00-5:00	
SYSTEMS AND NETWORK MGMT	9:00-5:00	9:00-5:00	9:00-5:00
There is no charge for attending tutorials, however, there is a registration fee for other activities. Contact Joe Hungate, jhungate@nist.gov, 975- 3368 for more information.			

TALKS BY NIST PERSONNEL

AMIS, E.J.: "Polymer Blends and Processing at NIST," Dow Chemical Co. and Michigan Molecular Institute, Midland, MI, 3/7 and 3/8/96, and "Structure and Dynamics in Polyelectrolyte Solutions," Michigan Molecular Institute, Midland, MI, 3/8/96.

EBERHARDT, K. (Co-author: R.L. Watters, Jr.): "An Introduction to the Chemical Measurement Process Leading to the Certification of Reference Materials" and "Use of Standard Reference Materials for Decision on the Performance of Analytical Methods and Laboratories: Statistical Concepts and Applications," Pittcon '96 Conf., Chicago, IL, 3/6/96.

HIGHT WALKER, A.: "Using a Transportable Fourier Transform Microwave Spectrometer for Analytical Analysis of Oxygenated Hydrocarbons," Pittcon '96 Conf., Chicago, IL, 3/7/96.

KRAMER, G.W.: "Standards for Assessing Chemical Measurement Performance," Pittcon '96 Conf., Chicago, IL, 3/6/96.

MC KENNA, G.B.: "Physical Aging and Its Implications for the Long Term Performance of Polymers and Composites," Dept. of Chemical Engineering, Lehigh Univ., PA, 3/6/96.

MC LAUGHLIN, W.L.: "Radiation Chemistry of Radiochromic Polymers," Seminar at Sandia National Labs., Albuquerque, NM, 3/8/96.

NAKATANI, A.I.: "Applications of Neutron Radiation to Probe 'Invisible' Structures in Polymer Materials," Dow Corning and Dow Chemical, Midland, MI, 3/6 and 3/7/96.

SALIT, M. (Co-authors: R. Saraswati, NIST and D. Yates, Perkin-Elmer Corp.): "Performance Diagnostics of Multivariate Signal Quantitation for ICP-OES," Pittcon '96 Conf., Chicago, IL, 3/6/96.

SCHAFFT, H.A.: "Selected Reliability Activities at NIST," Reliability Technology Advisors Board Meeting, SEMATECH Boardroom, Austin, TX, 3/5/96.

SCHEN, M.A.: "Competitive Analysis of World Products," IPC Printed Circuits Expo, San Jose Convention Center, CA, 3/5/96.

SUENRAM, R.D.: "Fourier Transform Microwave Spectroscopy--A New Tool for Analytical Chemists," Pittcon '96 Conf., Chicago, IL, 3/4/96.

WINCHESTER, M.R.: "Macro-Scale Elemental Composition Mapping of Solid Surfaces Through Glow Discharge Optical Emission Spectrometry," Pittcon '96 Conf., Chicago, IL, 3/3/96.

NIST Administrative Calendar

Notices to be included should be transmitted in writing in time to be received by NOON on WEDNESDAY. Send to Management & Organization Division, Bldg. 415, Room 118, extension 4074, fax to 926-8091, or e-mail to gmr@micf.nist.gov.

March 4 - March 8, 1996

ADMINISTRATIVE ITEMS - New

Test of the General Alarm Bells **PLEASE NOTE NEW DATE**

The Fire Department will be testing the general alarm evacuation bells in the buildings sitewide on Saturday, March 16, 1996. If you have any questions, please call Fred Keister on extension 6190.

Notice to all Divisions

It is time for the (Institute-wide) annual on-site preventative maintenance program of all balances owned by NIST. Please submit a memorandum to Ms. Sharay Frazier, Building 301, Room B152. The memorandum must contain the model number, manufacturer, serial number, NIST property number, person to contact, telephone extension, actual location of each balance, cost center to be charged, and any specific problems that require repair.

Employee Benefits/Retirement Contacts

100, 200, 300, 810, 820, and 830 Marcia Robertson, extension 2157, Room A131, Administration Building
840, 850, 860, 870, 880, TA and NTIS Nancy Cool, extension 2231, Room A131, Administration Building

Retirement Luncheon for Peggy L. Moore Peggy Moore of the Procurement Office retired on February 29, 1996, after 30 years of government service. A luncheon will be held in her honor at the Golden Bull Restaurant on Thursday, March 14, 1996, beginning at 11:30 a.m. The cost of the luncheon will be \$18 which includes tax, tip, and gift. If you would like to attend and/or contribute towards a gift, please contact Jeannette Wease on ext. 6305 or Beverly Conward on ext. 6323 by March 11, 1996.

Retirement Luncheon for Bill Rinkinen Bill Rinkinen of the Fire Science Division will retire on March 1, 1996 after 32 years of government service at NBS/NIST. A retirement luncheon will be held on March 11, 1996 at 12:00 noon at the Flaming Pit. The cost is \$18.00 which includes your choice of prime rib, chicken florentine, chicken caesar salad, or broiled fresh filet of salmon, dessert and beverage. If you would like to attend or contribute towards a gift, please contact Paula Garrett on extension 6679 or Betty Thames on extension 6899, by March 6.

Retirement Luncheon for John Gallagher

John Gallagher retired from NIST on February 16, 1996, after 39 years of government service, first in the Heat Division, then in the Thermophysics Division. There will be a luncheon in his honor at the Sir Walter Rayleigh Inn in the Montgomery Village Mall on March 14, 1996, beginning at 11:45 a.m. social, lunch at 12:15 p.m. There will be a soup, salad, and sandwich bar. The cost of the luncheon is \$8.50 which includes tax and gratuity. Please contact Carol Thomas, extension 2443 or Anneke Sengers, extension 2463, no later than March 12, if you like to attend or contribute to a gift.

Retirement Reception for Geri Miles

After 26 years of service at NBS/NIST, Geri Miles, the SEBA Store Manager, is retiring. A reception will be held in Geri's honor on Friday, March 29, 1996, from 2:00 to 4:00 p.m. in the Employee's Lounge, Administration Building. If you wish to contribute towards a gift, please contact the SEBA President, Dan Tucker, on extension 6950, or the Vice-President, Lani Glover, on extension 6852.

Health Unit Screening

Did you know that cancer of the colon and rectum are two of the most curable forms of cancer? When detected early and treated promptly, over 3/4 of all such patients can be cured and are able to return to normal lives. **Colorectal Cancer** is second only to lung cancer in terms of incidence - about 60,000 people die from the disease each year. Over 93% of cases occur after the age of 50. Anyone with a personal family history of Colorectal Cancer, polyps in the colon, or Ulcerative Colitis is at risk for the disease.

A stool blood test should be done every year after the age of 50. During the month of March, the NIST Health Unit will be offering Colocheck Slide kits for Colorectal Cancer screening daily in the Health Unit, Room C33, Administration Building. Please stop by and pick-up your kit and instructions. For further information, call Judy Lynch, RN, on extension 5132.

Beauty Shop News Perms for Spring - \$10 OFF

Donna Bush will be leaving as of March 1st. There will be a new beautician starting on March 20th. Her previous job was at Alexander-De-Paris in Lakeforest Mall. She has 20 years experience and can do foils, cuttings, highlighting, perms, hair extension, and color. Hours will be Tuesday thru Friday, 7:30 a.m. to 5:00 p.m. Please call Lina on ext. 3311 if you have any questions or to make an appointment with the new beautician.

ADMINISTRATIVE ITEMS - Continuing

NIST North Cafeteria **IF** the construction contractor stays on the schedule they submitted, construction of the cafeteria should be complete by the end of March. It will take an additional 30 days for the food service contractor to place equipment, order supplies and the like. Therefore, it is anticipated that the cafeteria will be ready for service approximately May 1, 1996.

Giant and Safeway Receipts Needed

The teachers at Quince Orchard High School have requested that NIST employees collect Giant and Safeway receipts for their school. The Civil Rights Office has agreed to act as a focal point for this effort. Please mail all receipts to Suzanne Sullivan, Room A228, Administration Building. The last date to collect receipts is March 3, 1996.

Health Unit Screening

Heart Disease is the leading cause of death in the United States. There are 3 modifiable risk factors - high blood pressure, elevated cholesterol, and smoking. Through our semi-annual wellness programs many NIST employees were found to have elevated cholesterol levels. The NIST Health Unit will be screening for HIGH BLOOD PRESSURE during the month of February. Please come to the Health Unit - Building 101, Room C33 - Monday through Friday from 11:00 a.m. to 4:00 p.m. to have your blood pressure checked. No appointment is necessary. There will be information available about HEART DISEASE and its prevention in the Health Unit.

PCX No. 262 _____ March 4, 1996

PC-EXCHANGE: Share your PC problems, questions, etc. so that other staff members can benefit from your experience or offer suggestions to address your PC needs. Mail/phone your contributions (anonymously or with credit) to Gaithersburg PC Assistance. Gaithersburg PC Assistance: Call the PC Assistance Hotline (voice or TDD), 301/975-3099; Admin/A738; e-mail PCASSIST@micf.nist.gov. Access the PC Assistance Web Page at: <http://larch.cam.nist.gov/~eater/pcassist.html>. Gaithersburg PC Maintenance and Hardware Upgrades: Call the PC Maintenance Hotline, 301/975-4090. Boulder PC Assistance or Maintenance: Call the Boulder PC Support Hotline, 303/497-3931; Room 1-4050; e-mail PCASK@bldrdoc.gov.

262.1 MICHELANGELO REMINDER - It is again that time of year when we remind everyone of the danger posed by the Michelangelo virus. If present on a system, this virus will overwrite data on the hard disk when the system is booted on March 6. This virus was first discovered in late 1991. Both here at NIST and on computer systems worldwide many copies of the virus were found and eradicated in the months leading up to March 6, 1992. Since 1992 this virus has continued to be one of the most widespread computer viruses. We continue to find copies of the virus here at NIST on a regular basis. In each of the years since 1992, we have had at least one machine—either here at NIST or an employee's home machine—attacked by the Michelangelo virus. Because of the danger posed by this virus, users are strongly encouraged to scan their systems for viruses prior to March 6. While any scanner released in the past few years will find older viruses such as Michelangelo, the constant creation of new viruses makes it important to maintain a current version of your antivirus software. The latest version of the F-PROT software is version 2.21. This software can be downloaded, in the self-extracting file FP-221.EXE, from either the MICF WHLIST or the ANONYMOUS/PC subdirectory on the ENH. The software is also available from the PC Assistance web page under the PC Assistance Software Archive.

262.2 MICROSOFT WORD VIRUSES - There are now at least three different viruses which infect Microsoft Word documents via the Word macro language. Microsoft has

developed a tool—the Macro Virus Protection Tool—which installs a set of protective macros to detect suspicious Word files and alert customers to the potential risk of opening files with macros. Upon being alerted, users are given the choice of opening the file without executing the macros, opening the file as is, or canceling the file open operation. Opening the file without macros ensures that macro viruses are not transmitted and does not affect the content of the document. Unless users can verify that the macros contained in a document will not cause damage, Microsoft recommends opening the file without macros. Although the primary purpose of this tool is to alert users to the existence of macros in their documents and allow them to open their documents without macros, it also contains an updated version of the scanning code for the Concept virus (the initial Microsoft Word virus) and can be used to scan your hard disk for Word files that contain the Concept virus. The Macro Virus Protection Tool can be downloaded from the MIFC WHLIST or the ENH ANONYMOUS/PC directory in the file MVTOOL10.EXE. The tool contains two files scanprot.dot, the template which installs the protection macros, and readme.doc, a file which provides information about the tool and its operation.

262.3 WIN95 SEND TO FUNCTION - Users of Win95 can greatly improve productivity by taking advantage of the SendTo function. The SendTo function is available from a right-click in either My Computer or the Explorer. Using this function to send a file to a destination has the same effect as dragging it and dropping it on the destination's icon. The SendTo function eliminates the need to see both sides of the drag and drop operation. Initially, the SendTo menu contains only a few items—e.g., your floppy drives. However, additional items (such as applications, printers, folders, and networked drives) can be added by placing shortcuts to these items in the Windows\SendTo folder. It is even easier to add items to the SendTo menu if you first make the SendTo folder itself a destination in the SendTo menu. To do this, run the Explorer, click View Options, and make sure Show All Files is turned on. Then select the Windows\SendTo folder in the left side of the Explorer window. Right-click any empty space in the right side of the window, then click New, Shortcut. Type C:\Windows\SendTo, click Next, type SendTo Folder, then click Finish. You can now create shortcuts in the SendTo folder by sending items to the SendTo folder.

OFFICE OF INFORMATION SERVICES - News

Library Tours

A 30-minute tour of the NIST Library (Research Information Center) is given on the 2nd Wednesday of every month. A member of the Office of Information Services staff is on hand for as long as necessary afterwards to answer questions, or to arrange for more detailed explanations of specific areas. No reservation is required. If you have any questions, or want to make suggestions about what should be covered, call Marietta Nelson on extension 3055. Next tour: Wednesday, **March 13, 1996**, at 10:30 a.m.

Access to OCLC FirstSearch Databases Through the NIST Virtual Library (NVL)

Access to OCLC FirstSearch databases, temporarily suspended because of funding limitations, has been restored. The Office of Information Services regrets the interruption in service.

Attention Library Patrons

The Office of Information Services is considering the following serial titles for cancellation. Our circulation records do not reveal much usage for these titles, and several are quite expensive. If you use any of these titles and do not want them cancelled, please contact Beth Bloomquist at whiting@enh.nist.gov or X2809. Thank you.

American economic review
Annals of biomedical engineering
Archives of environmental contamination and toxicology
Astronomicheskii zhurnal
Astronomy reports
Atmospheric environment
Atmospheric environment A & B
Australian journal of statistics
Biological and pharmaceutical bulletin
Bulletin geodesique
Chemosphere
Chemical engineering communications
Clinica chimica acta
Comptes rendus de l'Academie des sciences. Serie II: Earth and planetary sciences
Computers and biomedical research
Document management
Earth and planetary science letters
Earthquake engineering and structural dynamics
Earthquakes and volcanoes
Econometrica
Economic indicators
Economic inquiry.
Economic journal.
Editorial eye
Electrical engineering in Japan
Electronics and communications in Japan
Environmental health perspectives: EHP
Environmental manager
ESDU bulletin

ESDU International (4 parts)
Geochimica et cosmochimica acta
Health physics
IEEE engineering in medicine and biology magazine
Icarus
Israel journal of earth sciences
Japan computer quarterly
Journal of adhesion
Journal of Air and Waste Management Association
Journal of analytical toxicology
Journal of biomedical engineering
Journal of economic perspectives
Journal of material science: Materials in medicine
Journal of molecular structure
Journal of sedimentary research. A & B
Journal of the New England Water Works Association
Journal of the Royal Statistical Society. Series A
Medical engineering and physics
Medical physics
Mineralogical magazine
Monthly notices of the Royal Astronomical Society
Naval engineers journal
Noise and vibration bulletin
Publications of Astronomical Society of the Pacific
Publications of Dominion Astrophysical Observatory, Victoria, BC
Statistical theory and method abstracts
Systems and computers in Japan
Theoretical population biology
Waste management
Wear

SEBA - STANDARD EMPLOYEES BENEFIT ASSOCIATION

Amateur Radio Club Meeting

The Bureau Radio Amateur Signal Society (BRASS) will hold its next monthly meeting on Tuesday, March 5th, at 12:00 noon in the Radio Station. The BRASS holds its monthly

meetings on the first Tuesday of each month. All Club Members, Radio Amateurs and those interested in radio are encouraged to attend. For more details or information contact Tom Buckley on extension 2560 or Bob Biss on extension 3713. Hope to see you there!

Employee Craft Fair

SEBA is sponsoring a Spring Employee Craft Show on April 9 and 10, 1996. Tables are available for \$15 and \$20 depending on the size. If you wish to participate or need more information, please call Connie Seymour on extension 2217.

Vendor

Jack Vogt from Treasures Unlimited will be here selling gold and silver jewelry in the rear of the 101 Cafeteria on March 5 and 6, from 8:30 a.m. to 2:30 p.m. Any questions, please call Connie Seymour on extension 2217.

SEBA Gift Shop

The SEBA Gift Shop has available the 1996 Golf Instructor Book. The book contains over \$5000 in valuable coupons, including up to 50% off on green fees, equipment, clothing, and much more. The geographical area for these coupons includes: Washington, D.C; Maryland; Virginia; and lower Pennsylvania. The book retails for \$25, but with a SEBA membership it can be yours for \$22. Also, you can purchase Russell Stover candies, discount movie tickets, NIST t-shirts, and other souvenirs, Entertainment discount books, Maryland note cards, baby gifts, quality wallets, fashion jewelry and watches, sundry items, cards at a 20% discount, postage stamps, and much more.

Membership Drive

There is an ongoing membership drive for both the annual SEBA membership and the Fitness Center membership. You may stop in the Gift Shop to pay either membership or contact your SEBA Board of Trustees member. If you have an application for membership, you may mail that along with your check to the SEBA Gift Shop, Building 101, Room A46. There was an unfortunate typo on the application for the Fitness Center. The correct fee for a 6 month membership is \$60.

NIST CHILD CARE CENTER - News

TAKE OUR DAUGHTERS TO WORK DAY -- Space is Filling Up Fast! Sign-up This Week!
APRIL 25, 1996 - 9:00 a.m. to 3:30 p.m.

WE MAY REACH OUR ATTENDANCE LIMIT THIS WEEK --- SOOO....If you haven't already pre-registered your daughter or sponsored a young woman age 9-17 for this event, please call Ruth Lenhart at extension 2316 with the following information: 1) Student name and age; 2) NIST sponsor name, mailstop, and phone; 3) If you are interested in ordering event T-shirts as gifts or a button for yourself. NCW provides event buttons for each student participant. T-shirts will be \$12.00 + Shipping & Handling. Buttons for sponsors will be \$1.25.

Take Our Daughters to Work Day is a lively annual event, sponsored by the NIST

Committee for Women, of hands-on demonstrations and panel discussions about careers at NIST. Help show young women the expertise you contribute to NIST and how teamwork can build careers. NCW is excited about expanding this event to meet the growing demand for attendance we experienced last year. However, the additional space still has a limit making advance registration required. We are now at the 80+ mark and thrilled with the level of enthusiasm for attendance. Watch this space to see if space will still be available after this week!

Questions? call Dr. Kathy Butler, Program Chair at extension 6673.

NIST CHILD CARE CENTER - News

NIST Child Care Center Open House!

The Child Care Center will hold our annual Open House on Thursday, March 7, from 4:30 - 6:30 p.m. Prospective parents and other interested persons are welcome to stop by for a tour. For more information, please Debi Phelps on extension 2152.

Calling all our Young Friends!

Will your child be 2 before September 3, 1996? Are you interested in enrolling your 2, 3, or 4 year old in our award-winning program? Please call today to find out how to reserve your space for Fall 1996 - extension 2152.

Human-i-Tees for Sale

The NIST Child Care Center is selling Human-i-Tees. These tee-shirts are 100% cotton. Kids shirts are \$10.00, Adult Small-XL are \$12.00, and XXL shirts are \$14.00. They have environmental and animal scenes on them. Contact Lisa Warfield on extension 3308 or e-mail lisawar@micf.nist.gov for a color brochure.

Pizza Kits

The NIST Child Care Center is selling "Gianni's" Pizza Kits. Pizza's must be ordered by March 5. They will arrive at the Day Care Center on March 13, after 3:00 p.m. Please send check with enclosed order form to NIST Child Care Center. Please contact Debi Phelps on extension 2152 or Lisa Warfield on extension 3308 for more information.

7 1/2" Personal size kits (4 pizzas)

_____cheese \$11.50 _____pepperoni \$12.50 _____sausage
\$12.50 _____California White Delight Kit \$11.50

12" Pizza kits (3 pizzas)

_____cheese \$13.50 _____pepperoni \$15.00 _____sausage \$15.00
_____California White \$14.50 _____whole wheat \$15.00 _____variety Pack \$15.00

16" Pizza kits (2 pizzas)

_____cheese \$16.50 _____pepperoni \$18.00
_____Cheese Bread Kit (12 slices) \$15.00

CAFETERIA MENU (Subject to change without notice)

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Special	Special	Special	Special	Special
Pork Chop	Chicken Cacciatore	Stir Fried Beef & Vegetables	Meatloaf	Seafood Au Gratin
Spanish Rice	Rice	Rice	Mashed Potatoes	Italian Zucchini
Green Peas	Roman Vegetables	Seasoned Kale	Fiesta Corn	Mixed Vegetables
Cheese Cake	Roll & Butter	Roll & Butter	Roll & Butter	Roll & Butter
Entrees/Vegs	Entrees/Vegetables	Entrees/Vegetables	Entrees/Vegetables	Entrees/Vegetables
Burrito	Burrito	Burrito	Taco Salad	Burrito
Chick A'la King	Chicken Cacciatore	Chicken Kiev	Burrito	Chicken Fajita
Pork Chop	Country Fried Steak	Stir Fried Beef & Vegetables	Arroz Con Pollo	Seafood Au Gratin
Fr Grn Beans	Lyonnaise Squash	Seasoned Kale	Meatloaf	Macaroni&Cheese
Green Peas	Roman Vegetables	Whole Baby Carrots	Fiesta Corn	Italian Zucchini
Spanish Rice	Glazed Acorn Squash	Baked Potato	Mashed Potatoes	Corn,Carrots&Peas
Rice	Rice	Rice	Rice	Rice
Soup/Internl	Soup/International	Soup/International	Soup/International	Soup/International
Beef Barley	Vegetable	Old Fashioned Bean	Onion Soup	CI Clam Chowder
Pasta	Pasta	Oriental	Pasta	Pasta

TRAINING AND EDUCATION OPPORTUNITIES

To reserve a space in any training course an approved NIST Request For Training Memo must be submitted unless otherwise noted. Receipt of the approved Memo serves as your space registration. All classes will be filled on a first-come-first-reserved basis. Without an approved Memo, we are unable to reserve a space in any class. Please forward the approved Memo as soon as possible when planning your training. If you have any questions, please call x3017. Thank you!

****MANAGEMENT UPDATE SERIES**** The Management Update Series is a series of monthly briefings for all supervisors and managers focusing on administrative subjects critical to the way we operate. The Request for Training Memo is not required for sessions in the Management Update Series, unless otherwise noted.

STUDENT EMPLOYMENT REGULATIONS

Instructor: Sherman Hatchett, Office of Human Resources Management

Cost: NONE

Date: March 6, 1996

Location: Lecture Room C, Administration Building

Time: 1:30 p.m. - 3:00 p.m.

PROCUREMENT AND SUPPLY

Instructor: Norm Osinski, Acquisition and Assistance Division

Cost: NONE

Date: March 18, 1996

Location: Lecture Room E, Basement 101

Time: 1:30 p.m. - 3:00 p.m.

PERFORMANCE PROBLEMS

Instructor: Vickie Fox, Office of Human Resources Management

Cost: NONE

Date: April 1, 1996

Location: Lecture Room D, Administration Building

Time: 1:30 p.m. - 3:00 p.m.

CLASSIFICATION TRAINING FOR SUPERVISORS

Instructor: Carol Hubshman, Office of Human Resources Management

Cost: NONE

Date: April 9, 1996

Location: A41, Administration

Time: 9:30 a.m. - 11:00 a.m.

Due to the limited number of p.c.'s every participant must reserve a space. Please call x3017 to register.

ADVANCED BRIEFING AND PRESENTATION SKILLS

Description: In this workshop participants will practice and refine the skills learned in the first course. They will review and practice principles of constructing and delivering successful presentations.

Course Objectives:

- o compose speeches for senior Departmental representatives;
- o increase credibility and authority through voice, word choice, and nonverbals;
- o hold interest in abstract content;
- o influence audience acceptance of the content;

Instructor: Donald Swenholt & Associates, Inc.

Cost: Approximately \$275 per participant

Dates: April 10, 11 & 12, 1996

Location: Lecture Room C, Administration Building

Times: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by March 25.

EEO FUNDAMENTALS FOR SUPERVISORS AND MANAGERS

Description: This one day workshop is designed to provide supervisors and managers with a working knowledge of their responsibilities in support of the EEO Program. This course should be attended by all probationary supervisors.

Instructor: Alexander Consulting & Training, Inc.

Cost: Approximately \$200 per participant

Date: April 24, 1996

Location: Lecture Room D, Administration Building

Time: 8:30 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by April 5, 1996.

CONFLICT RESOLUTION FOR MANAGERS AND SUPERVISORS

Description: This course is open to all supervisors and managers. Participants learn methods for diagnosing sources of conflict and strategies for successfully resolving many different types of conflict. In addition, participants identify their own conflict style and its strengths and weaknesses. Workshop methods include: tailored cases, structured exercises, negotiation style inventory instrument and film.

Instructor: Liz Berney of Berney Associates

Cost: Approximately \$115 per participant

Date: April 23, 1996

Location: Lecture Room D, Administration Building

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by April 8.

****GENERAL TRAINING****

MAKING MEETINGS WORK **(NOTE NEW DATE)**

Description: Ask professionals what interferes with their productivity. High on their list will be the time they spend in meetings. **MAKING MEETING WORK** is a 4 hour workshop designed to help planners and participants make meetings more productive and shorter!

Those completing **MAKING MEETINGS WORK** will be better able to:

- o Plan and stick to an agenda for a meeting

- o Keep meetings on track when they begin to go astray
- o Determine, record, and follow up on the outcome of meetings
- o Limit interruptions, intrusions, digressions, and the many timewasters of meetings

Instructor: Don Swenholt & Associates, Inc.

Cost: Approximately \$60, per participant

Date: April 2, 1996

Location: Lecture Room D, Administration

Time: 8:30 a.m. - 12:30 p.m.

PLEASE NOTE: Request for Training Memo must be submitted ASAP. **This is a great Class!**

PRE-RETIREMENT SEMINAR

Description: In this 1-day seminar you will learn the Civil Service/FERS Retirement Benefits and Social Security Benefits/Medicare. This seminar is for those employees who are thinking of retiring in the next 5 years. Joanne McGehrin is a great instructor!

Instructor: Joanne McGehrin

Cost: Approximately \$100 per participant

Date: March 21, 1996

Location: Lecture Room E, Basement 101

Time: 8:30 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted ASAP.

NOTE: Spouses are welcome!

EXPLORATORY DATA ANALYSIS

Description: Exploratory Data Analysis (EDA) is an approach/philosophy for data analysis which employs a variety of graphical techniques to 1) maximize insight into data set, 2) uncover underlying structure, 3) detect outliers/anomalies, 4) test underlying assumptions; and 5) develop parsimonious models. The EDA approach is contrasted with classical approach in both goal and methodology-this will be discussed in detail. EDA methods to be discussed include histograms, lag plots, probability plots, 4-plots, PPCC plots, box plots, block plots, GANOVA plots, Youden plots, interaction plots, residual plots, and general multiplots. All graphical methods are illustrated through extensive "real-life" data examples using the DATAPLOT graphics/statistics language.

Instructor: James J. Filliben, Statistical Engineering Division

Cost: \$50 per participant

Dates: April 1, 8, and 15, 1996

Location: Lecture Room E, Administration Building

Time: 9:00 a.m. - 12:00 noon

PLEASE NOTE: Request for Training Memo must be submitted by March 26. Please no phone in registrations! For technical questions please call Jim Filliben on x2855.

ESSENTIALS OF ENGLISH

Description: This 8 session program concentrates on the fundamentals of grammar and punctuation. It is an excellent refresher for all clerical employees who want to improve their writing/proofreading ability. Carol Solomon is an excellent instructor!

Instructor: Carol Solomon and Associates

Cost: Approximately \$200 per participant

Dates: May 6, 8, 10, 13, 15, 17, 20 and 22, 1996

Location: B111, Administration Building

PLEASE NOTE: Request for Training Memo must be submitted by April 12.

****COMPUTER TRAINING****

All NIST Request for Training Memo's must be received by the Training Office at least two weeks prior to the start date of the course unless otherwise noted. At this time, the Training Office will either obligate to the instructor or cancel the class. Receipt of the approved Memo serves as your space registration. All classes will be filled on a first-come-first-reserved basis. Any questions please call Pat on x3017.

Introduction to Windows is a prerequisite for all Windows applications!

All classes will be held in A41, Basement 101. All 1-Day Classes will be \$125. All 2-Day Classes will be \$225, unless otherwise stated.

EUDORA TRAINING

Description: This short (2 1/2 hour) class will teach participants how to send and receive electronic mail using PC-Eudora for Windows, how to create and manage mailboxes, nicknames and distribution lists, how to write rules to automatically direct incoming and outgoing mail to specific mailboxes, and how to send and receive files as attachments.

Some prior experience using MS-Windows is required.

DN-11's are not required but send an E-Mail message to Patricia.oconnor@nist.gov to register for a space.

UPGRADING FROM WP5.1 TO WP FOR WINDOWS 6.1

Description: In this 2-day workshop you will increase significantly with 6.1 by taking advantage of the Powerbars, Toolbars, Templates, and Coaches. First you'll learn how to use all the icons that appear each time you load the program, then you'll learn about some of the most remarkable, easy-to-use features available in any wordprocessor on the market. And of course we'll cover your basic features Bullets, tabs, alignment, formatting, and tables as they are easier than ever. You'll also learn some of WP 6.1's Quick features that will allow you to get your work done more quickly.

Instructor: Lyndie Billey and Associates

Date: April 17 & 18, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by April 3.

INTERMEDIATE WP 6.1 FOR WINDOWS

Description: The Intermediate WordPerfect 6.1 workshop is for those who are interested in setting up their shortcuts and macros. If you work in long documents and occasionally save parts of the documents out as chapters (smaller files) then this class is for you.

Instructor: Impact Services, Inc.

Date: April 10, 1996

PLEASE NOTE: Request for Training Memo must be submitted by March 27.

INTERMEDIATE/ADVANCED WP 6.1 FOR WINDOWS

Description: This 2-day workshop Intermediate/Advanced WordPerfect 6.1 is for those who are interested in setting up their shortcut Macros. If you work in long documents and occasionally save parts of the documents out as chapters (smaller files) then this class is for you.

Instructor: Impact Services, Inc.

Date: April 4 & 5, 1996

PLEASE NOTE: Request for Training Memo must be submitted by March 21.

INTRODUCTION TO WINDOWS

Description: This one-day class will teach those new to the Windows environment the benefits of using Windows.

Instructor: Business Support Training, Inc.

Date: April 12, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by March 29.

INTRODUCTION TO WINDOWS

Description: This class is designed for students who want to learn the basic features of Microsoft Windows 3.1. These features include starting Windows, using the Help feature, starting an application, running multiple applications, creating and adding groups, using File Manager, and changing program item properties.

Instructor: Executrain

Date: March 13, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted ASAP.

INTRODUCTION TO WINDOWS

Description: This one-day class will teach those new to the Windows environment the benefits of using Windows.

Instructor: Business Support Training, Inc

.Date: March 11, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted ASAP.

DBASE V FOR WINDOWS

Description: In this course you will learn the fundamentals of relational database design and how to implement your design in the dbase for Windows environment. Hands-on exercises include: creating and modifying tables; adding, deleting and displaying data; querying the database; and generating simple reports.

Instructor: Business Support Training, Inc.

Time: 9:00 a.m. - 4:00 p.m.

Date: February 28 & 29, 1996

PLEASE NOTE: Request for Training Memo must be submitted ASAP.

POWERPOINT 4.0 FOR WINDOWS

Description: This course will teach you how to use PowerPoint version 4.0 to create well-designed visuals for presentation. Topics include: outlining ideas; creating, editing, and spell-checking slides; adding drawings; enhancing the presentation using templates and slide masters; creating graphics; adding notes and transitions; printing the presentations; and finally running a slide show.

Instructor: Business Support Training, Inc.

Time: 9:00 a.m. - 4:00 p.m.

Date: April 1, 1996

PLEASE NOTE: Request for Training Memo must be submitted by March 18.

UPGRADING FROM WP5.1 TO WP FOR WINDOWS 6.1

Description: Your productivity will increase significantly with 6.1 by taking advantage of the Powerbars, Toolbars, Templates, and Coaches. First you'll learn how to use all the icons that appear each time you load the program, then you'll learn about some of the most remarkable, easy-to use features available in any wordprocessor on the market. And of course we'll cover your basic features Bullets, tabs, alignment, formatting, and tables as they are easier than ever. You'll also learn some of WP 6.1's Quick features that will allow you to get your work done more quickly.

Instructor: Business Support Training, Inc.

Date: March 19, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by March 8.

UPGRADE FROM WP5.1-WP6.1 FOR WINDOWS

Description: Your productivity will increase significantly with 6.1 by taking advantage of the Powerbars, Toolbars, Templates and Coaches.

Instructor: Impact Services, Inc.

Time: 9:00 a.m. - 4:00 p.m.

Dates: March 20 & 21, 1996

PLEASE NOTE: Request for Training Memo must be submitted ASAP.

DBASE IV FOR DOS (THIS CLASS IS NOT OFFERED OFTEN PLEASE TAKE ADVANTAGE OF THIS OPPORTUNITY)

Instructor: Business Support Training, Inc.

Time: 9:00 a.m. - 4:00 p.m.

Dates: March 22 and 25, 1996

PLEASE NOTE: Request for Training Memo must be submitted by March 6.

NIST VACANCIES-GAITHERSBURG, MD

March 01, 1996

Vacancy Announcements will not be available until the above date.

<u>Div.</u>	<u>Title</u>	<u>Series</u>	<u>Payband</u>	<u>Salary Range</u>	<u>Known Promotion Potential</u>	<u>Vacancy Number</u>	<u>Closing Date</u>
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ES

OPEN TO ALL QUALIFIED FEDERAL EMPLOYEES

150	Director, Materials & Manufacturing Technology Office	1301	ES-01-ES-06	\$97,991-\$122,040	NONE	NIST/0223/SES	03/22/96
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ZP

OPEN TO ALL QUALIFIED APPLICANTS. CTAP & ICTAP

811	Electrical Engineer	0850	II	\$30,726-\$46,264	III	NIST/2307/JC	03/15/96
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ZA**OPEN TO ALL QUALIFIED APPLICANTS, CTAP & ICTAP**

201	Technical Information Specialist	1412	III	\$37,094-\$57,800	NONE	NIST/0284/JL	03/15/96
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ZA**OPEN TO CURRENT STATUS APPLICANTS, CTAP & ICTAP**

357	Contract Specialist	1102	III	\$37,094-\$57,800	NONE	NIST/0228/AG	03/15/96
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ZS**OPEN TO CURRENT CSTL STATUS APPLICANTS & CTAP**

831	Secretary (OA)	0318	IV	\$25,132-\$37,524	NONE	NIST/0276/MC	03/08/96
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ZS**OPEN TO ALL QUALIFIED APPLICANTS, CTAP & ICTAP**

833	Secretary (OA)	0318	III	\$20,989-\$32,613	NONE	NIST/0177/MC	03/04/96
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353	Printing Assistant (OA)	0351	III	\$20,989-\$27,297	NONE	NIST/0182/BL	03/08/96
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353	Computer Assistant (Docutech)	0335	III	\$20,233-\$32,613	NONE	NIST/0090/BL	03/22/96
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NTIS VACANCIES-SPRINGFIELD, VA
OPEN TO ALL QUALIFIED APPLICANTS, CTAP & ICTAP

NTIS Associate Director (Production Svcs)	1101	GS-15	\$73,486-\$95,531	GS-15	NTIS-014/JS	03/04/96
NTIS Supervisory Technical Info Specialist	1412	GS-13/14	\$52,867-\$81,217	GS-14	NTIS-119/JS	03/15/96
NTIS Business & Industry Specialist	1101	GS-14	\$62,473-\$81,217	NONE	NTIS-071/JC	03/15/96
NTIS Computer Specialist	0334	GS-13/14	\$52,867-\$81,217	GS-14	NTIS-398/JC	03/29/96
NTIS Business & Industry Specialist	1101	GS-13	\$52,867-\$68,729	GS-14	NTIS-070/JC	03/29/96
NTIS Computer Specialist	0334	GS-11-13	\$37,094-\$68,729	GS-13	NTIS-402/JC	03/29/96
NTIS Computer Specialist	0334	GS-12	\$44,458-\$57,800	NONE	NTIS-416/JC	03/29/96
NTIS Computer Assistant	0335	GS-6-8	\$22,554-\$36,088	GS-8	NTIS-432/JC	03/29/96

APPLICANT SUPPLY FILE INFORMATION

NIST maintains an Applicant Supply File for all our Critical Shortage Occupations. Both government and non-government applicants (including NIST and DOC employees) may submit a job application to be placed in the NIST Applicant Supply File at any time. Applicants eligible for CTAP and ICTAP will receive priority consideration for any vacancy. Applications will be retained in the NIST Applicant Supply File for 90 days and you will be considered for specific vacancies as they occur. A separate application is required for each occupation. If you wish to extend your period of consideration beyond 90 days, you must submit a new application package. Following is a list of the NIST Critical Shortage Occupations:

Paybands I thru V All Engineers, Computer Scientist, Metallurgist, and Mathematical Statistician positions. Paybands III thru V for Physical Scientist, Computer Specialist, Biologist, Social Science, Research Psychology, Economist, Chemist, Mathematician, Physicist. Paybands I & II for Accounting positions. Payband III for Nuclear Engineering Technician positions. Paybands I thru IV for Clerical Support(OA), Office Automation Assistant(OA) and Secretary(OA) positions. Paybands II-IV for Police Officers.

TELECOMMUNICATIONS DEVICE FOR THE DEAF: DIAL (301) 975-3007 8:30 a.m. - 5:00 p.m. or contact Maryland Relay Service at 1-800-735-2258.

NIST PERSONNEL INFORMATION HOTLINE: DIAL (301) 926-4851. This is an outside call.

Boulder vacancies are listed in the Boulder Lab Weekly Bulletin.

EAP - EMPLOYEE ASSISTANCE PROGRAM

After some uncontrollable disruptions in the continuity of EAP Counselor services at NIST, our EAP Services contractor (BEMW, Inc.) has secured the services of a counselor who has made a long-term commitment to serve NIST's EAP. Effective March 4, 1996, Mr. Jon Lobe will be NIST's EAP counselor. Jon is a Certified Employee Assistance Professional (CEAP), a Certified Addictions Counselor (CAC), and has over 15 years of counseling experience. The NIST EAP Counselor's telephone extension (x5129) and location (Health Unit - ADMIN/C33) remain unchanged. Jon Lobe's on-site hours are 8:30 to 4:30 pm on Mondays & Tuesdays, and 8:30 am to 2:00 pm on Thursdays. Employees are encouraged to contact Jon Lobe on extension 5129 for EAP services.